

Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

1.942
A2P942

UNITED STATES DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION
Washington 25, D. C.

Number 110
November 3, 1947

Reserv

PMA PROCEDURE TRANSMITTAL

NOTICE

DESIGNATION OF LABOR CAMP DISPOSAL OFFICER: Effective immediately Mr. Philip Beck of the Office of the Administrator is designated Labor Camp Disposal Officer and is assigned the responsibility for liquidating and disposing of labor camps and property used in connection therewith.

NEW RELEASES

127.17
10-22-47

INSPECTION OF STORAGE FACILITIES CONTAINING CCC-OWNED WOOL AND WOOL STORED THEREIN: Prescribes operating responsibilities of Wool Division, Livestock Branch; Warehouse Supervision Division, Marketing Facilities Branch and County Agricultural Conservation Committeemen on the inspection of storage facilities containing CCC-owned wool, and wool stored therein. (Distribution to A;B-10,22,24; and County Agricultural Conservation Committee.)

218.2
10-28-47

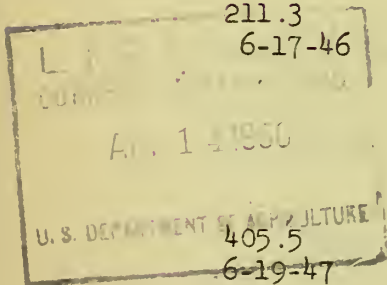
PER DIEM IN LIEU OF ACTUAL EXPENSES: This Instruction carries out the provisions of Departmental Regulations with respect to authorizing per diem allowances in lieu of actual subsistence expense and requires the establishment of per diem rates upon the basis of pertinent elements and factors.

CHANGES

211.3
6-17-46

PREPARATION OF LETTERS OF AUTHORIZATION: Page 6 revised (10-28-47) to exclude periods of absence of one or more full days on account of annual or sick leave when computing the limited number of days at a temporary post of duty. Remove pages 5 and 6 dated 6-17-46 and insert new pages 5 and 6.

TRANSPORTATION OF HOUSEHOLD GOODS AND IMMEDIATE FAMILY OF TRANSFERRED EMPLOYEES: Paragraph I Section III, following "Chairman of State PMA Committees," add "and the Executive Officer in the following States: Arkansas, Connecticut, Georgia, Louisiana, Massachusetts, Mississippi, Oklahoma, Rhode Island, South Carolina, and Vermont."



OBSOLETE

The following forms are obsolete and existing stocks are to be disposed of in accordance with PMA Instruction 456.1.

Superseded
By

OMS 352	Daily Market Report on Fruits and Vegetables	
Unnumbered form	Daily Market Report on Fruits and Vegetables	
FV-273-2	Determination of Subsidy Rate of Payment with Respect to Designated Frozen Foods	
FV-273-3	Production and Price Schedule	
FV-273-4	Proof of Eligible Sales to Other Than Affiliates, Brokers, Agents or Government Agencies	
FV-273-5	Proof of End Sale by Affiliate, Broker or Agent (Frozen Vegetables)	
FV-273-6	Eligibility of Shipment to or through Affiliates, Brokers and Agents	
FV-273-7	Raw Product Purchases	
FV-278(7-9-46)	(Untitled form on white bond paper)	FV-278(7-9-46) (on Manila card stock) DA-26(Chicago)
OMS-304	Postal Card--Current Trading or Street Stocks	
OMS-416 (Bud.Bur. No.40-R-1320 Expiring 5-14-46)	Container Dealer's Report	
SOU-OMS-1 (Bud. Bur.No.40-R-1250 Expiring 11-1-45)	Southern Region Container Information	
FDA-NE-9 (Bud.Bur. No.40-R-809.2 Expiring 1-31-46)	Request for Container Information	

The following forms are obsolete and existing stocks are to be used until exhausted.

CCC-414	Request for Compensatory Time	PMA-322
FDA-31(San Francisco)	Postal Card for market news report	DA-31
CB-105	Cotton Fiber Fineness and Maturity Test	CN-307
CST-6	Cotton Fiber Fineness and Maturity Test	CN-307

* * *

U. S. DEPARTMENT OF AGRICULTURE
Production and Marketing Administration

FMA 127.17

INSPECTION OF STORAGE FACILITIES CONTAINING CCC-OWNED WOOL AND
WOOL STORED THEREIN

I INTRODUCTION

Pursuant hereto the Marketing Facilities Branch and the Livestock Branch shall cooperate in a program for the inspection of storage facilities containing CCC-owned wool and the wool stored therein, and shall arrange with the Office of the Assistant Administrator for Production, for County Agricultural Conservation Committeemen to render specified services in the conduct of the program.

II OBJECTIVE

The objective of the program, with regard to wool acquired under 1947 and earlier handler's agreements is to determine:

A. The competency and financial responsibility of warehousemen, and the suitability and adequacy of storage facilities currently in use and to be used for the storage of CCC-owned wool.

B. To the extent possible by external examination whether any CCC-owned wool in these storage facilities is improperly stored, has deteriorated, is moth or vermin infested or otherwise damaged.

C. That wool is properly stored and identified, that satisfactory records are kept, and that such safeguards are exercised by the warehousemen to protect CCC-owned wool as a reasonably prudent owner would exercise.

III OPERATING RESPONSIBILITIES OF THE WAREHOUSE SUPERVISION DIVISION,
MARKETING FACILITIES BRANCH

A. The Warehouse Supervision Division in conducting inspections of storage facilities and wool stored therein shall utilize County Agricultural Conservation Committeemen, to render specified services in the conduct of the program, and incident thereto shall, with the approval of the Assistant Administrator of CCC, prepare:

1. General directives, for the approval, signature of, and release by, the Assistant Administrator for Production, to adequately inform County Agricultural Conservation Committeemen of their responsibility, under technical instruction of the Warehouse Supervision Division, in the program of inspecting storage facilities and wool stored therein.

INSPECTION OF STORAGE FACILITIES CONTAINING CCC-OWNED WOOL AND WOOL
STORED THEREIN

(III A)

2. With the prior approval of the Assistant Administrator for Production, questionnaires and instructions for signature of and release by the Chief, Warehouse Supervision Division through State PMA Committees to those County Agricultural Conservation Committeemen in areas where wool storage facilities are selected for inspection. (The questionnaire and instructions will be used by committeemen in obtaining information relevant to the condition of storage facilities and wool stored therein.)

3. With the prior approval of the Assistant Administrator for Production, supplemental requests for signature of and release by the Chief, Warehouse Supervision Division through State PMA Committees to County Agricultural Conservation Committeemen;

a. That committeemen make such additional inspections of wool storage facilities as are necessary to define or complete information contained in original questionnaires returned by committeemen through State PMA Committees to the Chief, Warehouse Supervision Division.

b. That committeemen ascertain whether handlers have complied with instructions from the Wool Division, Livestock Branch to correct improper storage conditions.

c. That committeemen carry out such other assignments through PMA State Committees upon request of the Chief, Warehouse Supervision Division, as are necessary to obtain complete and satisfactory inspections.

B. The Warehouse Supervision Division shall provide the Wool Division, Livestock Branch with:

1. Reports and completed questionnaires from County Agricultural Conservation Committeemen and regular members of the Warehouse Supervision Divisions' staff pertaining to inspections of facilities containing CCC-owned wool.

2. Reports of improperly stored and damaged wool.

3. Requests that instructions be submitted to handlers to correct improper storage conditions.

4. Suggestions and recommendations of methods of improving storage of CCC-owned wool.

INSPECTION OF STORAGE FACILITIES CONTAINING CCC-OWNED WOOL AND WOOL
STORED THEREIN

(III C)

C. The Chief, Warehouse Supervision Division, shall utilize members of his staff, consistent with funds available, to make such spot check inspections or special examinations of storage facilities as he feels are necessary to achieve the highest standard of storage efficiency for CCC-owned wool.

D. In addition, the Warehouse Supervision Division for the 1948 and subsequent wool purchase programs will examine and approve, before use by CCC, all warehouses for the storage of wool, and only warehouses so approved shall be used in those programs. Incident thereto, County Agricultural Conservation Committeemen shall render such specified services as are described herein.

IV OPERATING RESPONSIBILITIES OF COUNTY AGRICULTURAL CONSERVATION
COMMITTEEMEN

A. The County Agricultural Conservation Committeemen in accordance with directives from the Assistant Administrator for Production shall assist the Warehouse Supervision Division by rendering specified services in the inspection of storage facilities and CCC-owned wool stored therein.

B. The County Agricultural Conservation Committeemen upon receipt of questionnaires and instructions, shall carry out promptly and efficiently instructions relative to the services they are requested to render.

C. The County Agricultural Conservation Committeemen upon completion of an inspection shall submit to the Chief, Warehouse Supervision Division, Marketing Facilities Branch, Washington, D. C., through the State PMA Offices, completed questionnaires and any supplemental reporting data relative thereto.

D. The County Agricultural Conservation Committeemen upon receipt of supplemental requests for additional information or for follow-up checks to ascertain compliance by handlers to requests for correction of improper storage facilities shall take prompt action and report results through the State PMA Offices to the Chief, Warehouse Supervision Division, Marketing Facilities Branch, Washington, D. C.

V OPERATING RESPONSIBILITIES OF THE WOOL DIVISION, LIVESTOCK BRANCH

A. The Wool Division shall render all possible assistance to the Warehouse Supervision Division in conducting inspections of storage facilities containing CCC-owned wool.

INSPECTION OF STORAGE FACILITIES CONTAINING CCC-OWNED WOOL AND WOOL
STORED THEREIN

(V B)

B. The Wool Division shall conduct technical commodity inspections to determine the condition of CCC-owned wool.

C. The Wool Division shall review reports of damaged wool and inspect such wool to determine nature and cause of damage, extent of damage, and liability for damage.

D. The Wool Division shall review reports and completed questionnaires returned by County Agricultural Conservation Committeemen or members of the Warehouse Supervision Division, take necessary action to have handlers correct improper storage, and advise the Warehouse Supervision Division of the action taken.

E. The Wool Division shall review requests for scouring or other disposition of damaged wool and make recommendations relative thereto to the Director of the Livestock Branch.

F. The Wool Division shall prepare and submit requests to the Chief, Warehouse Supervision Division to conduct emergency spot check inspections or special examinations of wool storage facilities.

G. The Wool Division shall prepare relevant data and requests for investigations by the Compliance and Investigation Branch in cases of suspected negligence or fraud which would suggest the advisability of prosecution by the Government.

* * *

UNITED STATES DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION

PMA 218.2

PER DIEM IN LIEU OF ACTUAL EXPENSES

I PURPOSE

The purpose of this Instruction is to establish the policy of the Administration with respect to per diem allowances in lieu of actual expenses to persons employed by and performing services for the Administration.

II GOVERNING LAW, REGULATIONS, ETC.

Per diem allowances in lieu of actual expenses will be determined and authorized pursuant to the provisions of the Standardized Government Travel Regulations, as amended, Departmental Regulations, other applicable laws and regulations, and the provisions of this Instruction.

III RESPONSIBILITY

The responsibility for determining and authorizing per diem allowances in lieu of actual expenses within the maximum limitations established by the Administrator shall be vested generally in the same officers authorized to issue travel orders involving an expenditure of funds which are to be reimbursed by the Administration. (PMA 211.1)

IV RATE OF PER DIEM

A Within the continental United States: For travel on official business from his official station an employee may be granted per diem in lieu of actual expenses not to exceed a maximum of \$6.00 in accordance with the provisions of applicable regulations set forth in Section II: Provided, that the per diem allowance shall not exceed the rate of \$3.00 while on commercial vessels when the price of passage includes meals. If travel is performed on a vessel owned or controlled by the United States, the basic per diem rate applies, subject to one-fifth reduction for each meal furnished the traveler by a Government Agency without charge. (Standard Government Travel Regulations, paragraph 44 (a) and 47 (a); Comptroller General B-51124, August 9, 1945.)

B Outside the Continental United States: For travel on official business by an employee outside the continental limits of the United States, a per diem allowance not to exceed \$7.00 in lieu of subsistence expenses may be allowed, except that during the fiscal year 1948 the maximum per diem allowance shall be the amount prescribed by the Bureau of the Budget and is indicated in Exhibit A of this Instruction.

C For Fractions of Days: Per diem allowances for periods less than 24 hours may be allowed in accordance with Standardized Government Travel Regulations, as amended, and Section V PMA Instruction 218.1 "Preparation and Submission of Travel Reimbursement Vouchers."

PER DIEM IN LIEU OF ACTUAL EXPENSES

(IV)

D Intermittent Employees: Persons employed intermittently as consultants or experts and receiving compensation on a per diem when-actually-employed basis may be allowed per diem in lieu of subsistence while traveling away from their homes or regular places of business (private) and while at place of employment, subject in other respects to the Standardized Government Travel Regulations and this Instruction. (Public Law 600)

E Employees Without Compensation: Persons serving without compensation (with or without appointment) or at \$1.00 per annum may be allowed not to exceed \$10.00 per diem in lieu of subsistence while traveling away from their homes or regular places of business (private) and while at place of such service or employment. (Public Law 600)

V ESTABLISHING BRANCH AND STAFF OFFICE PER DIEM STANDARDS

Per diem standards within the maximum rates set forth in Section IV of this instruction, shall be established by the Director of each branch and the Head of each Staff Office setting forth the elements to be taken into consideration in arriving at the amount of per diem allowable under the pertinent and particular travel conditions peculiar to each branch or staff office. In establishing these standards the pertinent elements effecting per diem in lieu of subsistence costs to the traveler shall be taken into consideration, such as:

A The particular kind or type of work or service to which the employee is assigned.

B The location of the work.

C The time it takes to complete the assignment.

D Any other appropriate work or living cost elements or factors. Likewise consideration should be given to the employee assigned in order that the amount of per diem established is sufficient yet not more than necessary to fairly and equitably reimburse the employee for subsistence and lodging expenses incurred pursuant to official authorization, direction, or request.

VI REPORTING ESTABLISHED PER DIEM STANDARDS

In order that the rates of per diem allowance may be as uniform as practicable (after considering all elements and factors enumerated in Section IV above) throughout PMA and to provide the data required to be furnished the Director of Finance, Directors of branches and Heads of staff offices shall advise the Administrator within 10 days after

PER DIEM IN LIEU OF ACTUAL EXPENSES

(VI)

the beginning of each fiscal year, through an Assistant Administrator when appropriate, the rate or rates of per diem allowance established and the elements and factors considered in arriving at these per diem rates. In addition, the Administrator shall be advised of any change made in basic per diem rates or standards during the fiscal year.

VII EXCEPTIONS

A Authorization for travel and per diem allowance in lieu of subsistence expenses to persons who are not Government employees must have the concurrence of the Director of Finance; and such concurrence must be in advance of travel (Regulations 3421 and 3433).

B Under no circumstances will per diem in lieu of subsistence be allowed an employee at his official station.

* * *

SCHEDULE OF MAXIMUM
PER DIEM RATES FOR FOREIGN TRAVEL

PMA 218.2
Exhibit A

<u>LOCALITY</u>	<u>MAXIMUM PER DIEM RATES</u>	<u>LOCALITY</u>	<u>MAXIMUM PER DIEM RATES</u>
Aden	\$ 6.00	Lebanon	\$ 10.00
Afghanistan	6.00	London, England	9.00
Albania	6.00	Luxembourg	9.00
Algeria	9.00	Madagascar	6.00
Angola	8.00	Manila	20.00
Argentina	8.00	Mexico	8.00
Australia	6.00	Morocco	6.00
Belgium	9.00	Nassau, Bahamas	10.00
Brazil	8.00	Netherlands	9.00
British Guiana	8.00	Netherlands East Indies	12.00
British Honduras	6.00	Netherlands West Indies	8.00
Bulgaria	14.00	New Caledonia	6.00
Burma	10.00	New Zealand	6.00
Ceylon	8.00	Norway	9.00
Chile	8.00	Palestine and Trans-	
Colombia	8.00	Jordan	10.00
Czechoslovakia	9.00	Panama	8.00
Denmark	9.00	Philippines, except	
Dominican Republic	8.00	Manila	13.00
Ecuador	8.00	Poland	15.00
Ethiopia	8.00	Portugal, except Azores	
Egypt	9.00	and Madeira Islands	9.00
Fiji Islands	6.00	Azores and Madeira	
Finland	9.00	Islands	6.00
France	10.00	Rumania	6.00
French Indo China	10.00	Russia	12.00
French West Africa	10.00	Saudi Arabia	6.00
French West Indies	6.00	Shanghai	12.00
Gibraltar	6.00	Siam	6.00
Greece	12.00	Society Islands	6.00
Guatemala	8.00	Spain, except Canary	
Habana, Cuba	10.00	Islands	9.00
Haiti	8.00	Canary Islands	6.00
Hamilton, Bermuda	10.00	Straits Settlement	
Hongkong	9.00	(inc. Singapore)	9.00
Hungary	14.00	Sweden	9.00
Iceland	10.00	Switzerland	9.00
India	8.00	Syria	9.00
Iran	7.00	Tunisia	9.00
Iraq	10.00	Turkey	8.00
Italy	9.00	United Kingdom, except	
Jamaica	8.00	London	7.00
		Uruguay	88.00
		Venezuela	13.00
		Yugoslavia	10.00
		Other Localities and	
		Ocean Travel	7.00

PREPARATION OF LETTERS OF AUTHORIZATION

(IV B 8)

"Your assistants with your approval are also authorized to incur these expenses. Mileage by privately owned automobile must be authorized by your written order in advance."

In all cases, mileage by privately owned automobile must be authorized in advance and a Sub-LA must be issued.

(9) Duration of Travel - The effective and termination dates shall be limited as closely as possible to the time required to complete the assignment. The phrase "on or about" is generally construed to be within three or four days of the specified dates but cannot be construed to be effective prior to the date shown in item 2 above. 1/ In no event shall an LA extend beyond the tenure of the employee's appointment and shall not extend beyond the close of the appropriation year.

(10) Itinerary - The territory and points of travel shall be defined and limited as much as circumstances will permit. Areas without specific geographical boundaries, as distinguished from specific points, should not be given below the State level; for example, counties or townships, since the problem of audit in such cases is very difficult. An LA unlimited as to area shall be issued only in unusual circumstances. Travelers are responsible for confining their travel to the limitations prescribed in LA's and amendments thereto. Examples of itineraries are:

a When the LA authorizes an individual or specific trip and restricts the travel to predetermined points:

"Travel from (official station) to Chicago, Illinois, and return to (official station)."

b When the LA authorizes frequent trips within a specific area or territory:

"Travel from (official station) to points within the States of Maine, Vermont, and New Hampshire and return to (official station) in such order and as often as may be necessary."

1/ For transfers of official station, the ending date should be shown as "Upon arrival at new headquarters."

 PREPARATION OF LETTERS OF AUTHORIZATION

(IV B 10)

c When the LA authorizes a trip within a limited area or region with indefinite subtrips within the area or to specific points outside of such area:

"Travel from (official station) to points within the Midwest Area and to Little Rock, Arkansas, in such order and as often as may be necessary and return to (official station)."

(11) Purpose of Travel - Travel must be related to the functions of the office requesting the travel to be performed. Generalization of purpose as "On official business of the PMA" will not be acceptable to officers certifying travel vouchers. Examples of travel purposes are as follows:

a To perform preliminary audit in connection with the appraisal of commodities owned and under loan.

b To confer with marketing agents concerning the marketing of surplus foods.

c To change official station from _____ to _____ effective upon arrival at new station.

(12) Per Diem Allowance - In lieu of subsistence, per diem allowances shall be authorized at rates prescribed by branch directors but not to exceed the maximum of \$6.00 rate allowable 1/. When variable per diem rates are authorized, they shall be clearly defined in order that travelers and auditors will fully understand the intent of the authorizing official. For example, "\$6.00 per day while traveling and \$6.00 for each of the first 30 days at a temporary post of duty, \$5.00 for each of the next 30 days at a temporary post of duty. Periods of absence of one or more full days on account of annual or sick leave or any other period for which no per diem is allowable shall be excluded in the computation of such limitation periods.

(13) Paragraphs Applicable - The numeral(s) indicated in this space allow for all the necessary authority the individuals shall require to fulfil their assignments when traveling under an ordinary LA. Such authority may cover:

a Mileage Allowance - In citing the rate prescribed, use the word instead of the digit that expresses the allowance; for example, "three" instead of "3" to prevent possible errors when reading from carbon copies of LA's. When the use of privately

1/ Except where travel is performed by privately owned trailer, on board ship, or in foreign countries where other rates are applicable.

TRANSPORTATION OF HOUSEHOLD GOODS AND
IMMEDIATE FAMILY OF TRANSFERRED EMPLOYEES

Office Services
Basic
Shipments

I PURPOSE

This temporary Instruction sets forth the principal effects of the provisions of Public Law 600, 79th Congress, Executive Order 9805, issued November 25, 1946, effective November 1, 1946, and Departmental Regulations 3435 as they pertain to time limitation, basis of payment, authorization, interdepartmental transfers, and authorization of expenses applicable to travel and transportation of household goods, personal effects, and immediate families of employees transferred from one duty station to another for permanent duty. Pending the issuance of PMA instructions supplementing and amending 405.2, "Transportation of Household Goods," and related instructions, the following general provisions of the law, executive order and Departmental Regulations will be observed.

II WHEN APPLICABLE

These instructions are applicable only in cases where the change of official station is authorized, in a written order, on or after November 1, 1946. In all cases where the change of official station was ordered prior to that date and was incomplete on that date, the provisions of PMA Instruction in effect at the time the authorization for travel and movement of household goods was issued will be followed.

III GENERAL PROVISIONS

A Expenses will not be allowed where the transfer from one official station to another is made primarily for the convenience or benefit of the employee, or at his request. For the purpose of this Instruction, the term "official station" shall be construed to include any point from which the employee commutes daily to his official post of duty.

B Travel of immediate family and transportation of household goods must begin within two (2) years from the effective date of the transfer, with exceptions where the employee enters the armed services.

C Administrative officers are required to urge completion of travel and transportation at the earliest date following authorization.

D Expenses shall be allowed for employees transferring to the Department of Agriculture from another department of the Government.

E Travel authorization MUST be in advance.

F Expenses for the transportation of the immediate family of the

TRANSPORTATION OF HOUSEHOLD GOODS AND
IMMEDIATE FAMILY OF TRANSFERRED EMPLOYEES

(III F)

transferred employee must be authorized by the Administrator or other official designated and such authorization must be included in the order directing the travel of the transferred employee.

G Parents of the spouse of the transferred employee are not considered as members of his immediate family and transportation expenses for them cannot be paid.

H Transportation of the family of an employee is subject to the provisions of the Standardized Government Travel Regulations which relate to transportation, including mileage, and shall be in accordance with the Act of February 14, 1931 (5 USC 73 (a)), whether the travel originates at the employee's last official station or at some previous place of residence and whether the point of destination is the new official station or some other point selected by him, or both.

I Expenses for transportation of household goods and personal effects must be authorized in advance, in the order directing the travel.

J In lieu of the payment of actual expenses of transportation, packing, crating, temporary storage, drayage, and unpacking of household goods and personal effects in case of transfers between points within the continental United States, reimbursement shall be made to the employee on a commutated basis at rates per hundred pounds, as fixed by zones as indicated in schedule A which is attached to and made a part of these regulations. The amount payable shall be the product of the applicable rate and the net weight of household goods and personal effects actually shipped by carrier for the employee not to exceed the net weight of 7000 points for employees with immediate families and not to exceed 2500 pounds for employees without immediate families.

The effect of the provision permitting reimbursement on a commutated basis makes it unnecessary to itemize the transportation costs so as to show separately the cost of each item such as packing, crating, temporary storage, drayage, unpacking, and other related costs but allows the transferred employee to support his reimbursement voucher with a carrier's bill of lading or invoice showing the total transportation service obtained and paid for on the basis of the established rates set forth in schedule A, "Rate Per One Hundred Pounds," Executive Order 9805.

K Government bills of lading shall not be used for transporting household goods and personal effects to and from points within the continental United States.

L The transferred employee is responsible for:

1 Furnishing the following information:

TRANSPORTATION OF HOUSEHOLD GOODS AND
IMMEDIATE FAMILY OF TRANSFERRED EMPLOYEES

(III L 1)

a Names, ages and relationship of members of immediate family (if they are to be transferred).

b Whether or not household goods and personnel effects are to be moved.

c Approximate weight of household goods to be moved and approximate date to be shipped.

d Points from which and to which household goods are to be moved.

e Points from which and to which members of the immediate family are to be transported

f Mode of travel, if other than by common carrier.

g Approximate date or dates when members of family will perform travel.

2 Furnishing the necessary information if advance of funds is requested, including:

a Furnish bond with surety or secured by deposit of U. S. Bonds, Treasury Notes, or other public debt obligations of the United States or obligations which are unconditionally guaranteed as to both principal and interest by the United States.

b Written statement showing number of rooms containing his personal property which is to be shipped, excluding bathrooms and closets, and reception hallways in apartments. (Note: the number of rooms reported shall be multiplied by 1000, and the result shall be considered the estimated net weight, in pounds, of the prospective shipment.) The statement shall designate shipping point and destination.

c Determining the amount of funds necessary and preparing Standard Form 1038, Revised. "Application of Advance of Funds," and obtaining approval thereof. SF-1038

d Approximate date goods are to be shipped.

e The preparation and execution of Standard Form 1039 Revised, "Statement of Advance of Funds for Travel Expenses," reporting the amount used and returning unused portion of advance fund. SF-1039

TRANSPORTATION OF HOUSEHOLD GOODS AND
IMMEDIATE FAMILY OF TRANSFERRED EMPLOYEES

(III L)

- 3 Securing services for transporting household goods.
- 4 Securing travel accommodations for himself and immediate family.
- 5 Payment for expenses of and incident to transporting household goods and transportation expenses (not obtained on transportation requests) of his immediate family, and furnishing carrier's bill of lading, transportation invoice, or other documentary evidence of expense incurred and paid.
- 6 Preparing Standard Form 1012, "Voucher for Per Diem SF-1012
and for Reimbursement of Expenses Incident to Official Travel,"
for himself and immediate family, including transportation expenses
paid and per diem in lieu of subsistence for himself as may be authorized
pursuant to the provisions of the Standardized Government Travel
Regulations as amended.

M Officers to whom authority has been delegated to authorize travel and transportation under the provisions of the law and regulations thereunder are responsible for:

- 1 Compliance with the provisions of the Standardized Government Travel Regulations, as amended, as required by section 2 and section 3, Executive Order 9805.
- 2 Assuring the travel and transportation authorized is in the interest of the Government, and in accordance with section 3 and section 4, Executive Order 9805.
- 3 Instructing transferred employees in securing appropriate travel accommodations and transportation facilities, and in supplying pertinent information incident to the travel authorization and the advance of funds.
- 4 Issuing travel authorizations and authority for the transportation of household goods and the immediate family of the transferred employee, prior to such transfer.
- 5 Approving requests for the advance of funds pursuant to Executive Order 9805 and instructing the transferred employee in furnishing bond necessary.
- 6 Instructing employee in regard to reporting on and returning unused portion of the advance fund immediately after the movement has been completed.

TRANSPORTATION OF HOUSEHOLD GOODS AND
IMMEDIATE FAMILY OF TRANSFERRED EMPLOYEES

(III)

IV TRANSPORTATION OF HOUSEHOLD GOODS AND PERSONAL EFFECTS TO OR FROM
POINTS OUTSIDE THE CONTINENTAL UNITED STATES.

A Weight - Regulations issued by the President in Executive Order 9805 provide for the payment of actual costs of transportation of the household goods and personal effects in the case of transfers to or from points outside the continental United States not to exceed the following weights:

1	<u>Employees Having Immediate Family</u>	<u>Pounds</u>
a	Shipment involving transportation by vessels over all or part of route or by rail or motor carriers requiring packing and crating -	8750
b	Shipment by motor carriers of household goods indicated -	7000
2	<u>Employees having No Immediate Family</u>	
a	Shipment same as 1 a above -	3125
b	Shipment same as 1 b above -	2500

B Actual Cost - Allowances, upon an actual cost basis, will be made for packing, crating, unpacking, uncrating, drayage and temporary storage. Expenses of temporary storage shall not exceed sixty (60) days.

C Means of Shipment - Transportation and related services may be procured by the appropriate staff or branch office of the Administration from any available common carrier or the transferred employee may have his goods moved by other means than that selected by paying the difference between the charges under the means selected by the Administration and the charges by the means selected by the employee.

D Use of Government Bill of Lading or Purchase Order - Shipment shall be made on Government bill of lading or purchase order. For regulations on the use of lift vans, valuation of property shipped, shipment by American vessels and itemization of charges for services in addition to transportation see sections 23, 24, 25 and 26 of Executive Order 9805. For regulations on the time limit for travel and transportation to points outside the continental United States see section 5 of Executive Order 9805.

* * *

